



St John's College

Enrolment Policy

1. Purpose of this policy

- 1.1 St John's College is committed to ensuring that students are enrolled in the school in a manner that is fair and transparent.
- 1.2 The school is committed to maintaining accurate records that comply with the school's legal obligations in relation to school enrolment.
- 1.3 The enrolment policy sets out the principles and framework governing the basis on which students are admitted to the school. The policy, together with the policy implementation documents listed in section §10, should be read and understood by parents and those responsible for implementing the policy.

2. Principles

- 2.1 The school is committed to ensuring students are admitted to the school in a manner that is fair, transparent and non-discriminatory.
 - 2.2 The school will publish clear criteria as the basis on which admissions are made.
 - 2.3 As a school established by the Greek Orthodox Archdiocese of Australia the school will give preference to adherents of this denomination however all enrolments are accepted at the discretion of the Principal in judging whether the school can meet the needs of the proposed. Such decisions are not arbitrary but will be capable of being explained rationally and well documented
 - 2.4 The school keeps and retains accurate records of school enrolments that comply with its commonwealth and state legal and regulatory requirements.
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3. Aims of the policy

- 3.1 To ensure admission to the school is fair, transparent and non-discriminatory.
- 3.2 To explain clearly the basis on which offers of admission are made.
- 3.3 To comply with the requirements of Education and Training Reform Act 2006 (Vic.) and other relevant legislation.

4. Legal and regulatory basis for compliance

- 4.1 Education and Training Reform Act 2006 (Vic.)
- 4.2 Education and Training Reform Regulations 2007 (Vic.)
- 4.3 Victorian Registration and Qualifications Authority (VRQA) Minimum Standards
- 4.4 Equal Opportunity Act (Vic.) 2010
- 4.5 Disability Discrimination Act 1992 (Cth.)
- 4.6 Disability Standards for Education 2005 (Cth.)
- 4.7 Australian Education Act 2013 (Cth.)
- 4.8 Australian Education Regulation 2013 (Cth.).

5. Key definitions

- 5.1 The **enrolment register** is a permanent record of the students admitted to the school. The school is required to implement processes and procedures to ensure that the register is up to date.¹ The enrolment register determines those students for whom attendance must be registered and monitored.
- 5.2 A school that is oversubscribed in one or more age groups may choose to maintain a **waiting list**. The principles of fairness and transparency that apply throughout the enrolment policy also apply to the procedures relating to the management of the waiting list.
- 5.3 Children of **compulsory school age** (six years and up to the age of seventeen years) resident in Victoria are required to be in full-time attendance at school or be in registered home schooling. Non-government schools have no legal restriction in relation to a **minimum age** or a **maximum age** at the point of enrolment.
- 5.4 Within the meaning of the Equal Opportunity Act (Vic.) and the Disability Discrimination Act 1992 (Cth.), schools are not permitted to **discriminate** on the grounds of disability. The legislation permits an exception to be made in relation to sex, race, religious belief, age or age group:

¹ Victorian Registration and Qualifications Authority (“VRQA”) Minimum Standards

- Schools, amongst other organisations, have a **positive duty** to take reasonable and proportionate measures to eliminate discrimination.
 - When enrolling a student with a disability, schools are required to consider what **reasonable adjustments** need to be made to the learning environment or to the delivery of learning to assist that student.
- 5.5 Schools are advised to require **proof of age and enrolment name** for each enrolment. Such documentation could be in the form of a birth certificate or passport.
- 5.6 Under the Australian Education Act 2013 (Cth.) schools are required to collect **Student Background Characteristics Data** as part of the school enrolment process and report the data to the VCAA or other testing agent when requested.
- 5.7 The **Annual Report to the School Community**² must include a report on the characteristics of students at the school.
- 5.8 The Australian Education Regulation 2013 (Cth.) (s.37) requires student enrolment records to be **retained** for 7 years³ after end of school year in which the last entry was made. Student enrolment records may be **audited** by either state or commonwealth authorities in order for the authorities to monitor payments made on the basis of student numbers or on the basis of the enrolment of particular categories of students.
- 5.9 Records of enrolment are required for annual data returns to the Australian Government for the Australian Government Census of Non-Government Schools⁴ under Australian Education Regulation 2013 (Cth.) (s.77). They are also required for annual data returns to the Victorian Government for the Victorian Census under the Victorian Government Funding Agreement for Non-Government Schools.
- 5.10 Legislative privacy requirements⁵ govern how **personal, sensitive and health** information must be collected, used, disclosed and stored as part of the enrolment process. A **privacy notice** must be provided with the enrolment form explaining to parents and students why this information is being collected, what it is used for, where it might be disclosed and how they can access information held about them.
- 5.11 Schools are required to request and record the immunisation status, called the **Child History Statement**, for each primary student prior to enrolment. [Schools should also request this information for secondary enrolments.]
- 5.12 Schools are required to request and record the visa status when enrolling a **student on a visa**, that is any student who holds, or is a dependent of a person who holds, a permanent, bridging or temporary visa.
- Schools are also required to request and record the visa status when enrolling **overseas students** (formerly known as full fee paying overseas students (FFPOS))⁶ who are those who hold a visa that is specifically related

² As required to meet Commonwealth and State legislative requirements.

³ <https://www.legislation.gov.au/Details/F2013L01476> (Accessed 22 July 2017)

⁴ https://ssphelp.education.gov.au/sites/ssphelp/files/files/final_2016_census_guidelines_1.pdf (accessed 22 July 2017)

⁵ Privacy and Data Protection Act (Vic) 2014; Privacy Act (Cth) 1988.

⁶ Australian Education Act 2013, s.6.

to studying in Australia, or a bridging visa attached to a substantive visa with those provisions.

- Non-government schools cannot enrol overseas students travelling on a student visa subclass 500 (formerly 570 or 571) unless the school is registered on the **Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)**.⁷

5.13 **Exchange students** enter Australia on a student visa, for which reciprocity must be maintained. The student is enrolled as a student within the school. In order to run student exchange programs, schools must be registered as a **student exchange organisation (SEO)** with the VRQA or use an SEO that has been registered with the VRQA.

Students attending the school on a cultural visit enter Australia on a tourist visa, are visitors to the school and are not enrolled students.

6. Scope

6.1 The application of the policy is relevant to the governing board, the principal, to school staff and parents.

7. Roles and responsibilities

7.1 The Governing board is responsible for authorising the enrolment policy and for approving the criteria for admission.

7.2 The Principal is responsible for ensuring the implementation of the enrolment policy is fair, transparent and non-discriminatory.

7.3 The Principal is responsible for ensuring an enrolment register [and waiting list] is accurately maintained.

7.4 The Principal is responsible for ensuring this policy is implemented in accordance with commonwealth and state privacy legislation.

7.5 The Principal is responsible for:

- a. ensuring that procedures are implemented so that parents are guided through the enrolment process from enquiry to admissions
- b. ensuring that procedures are in place to record the basis on which a child does or does not fulfil the admissions criteria together with the school's decision to offer a place or not
- c. ensuring that procedures are in place for the management, storage and retrieval of enrolment data:
 - i. proof of the child's identity, specifically date of birth and enrolment name
 - ii. immunisation status
 - iii. visa status.

⁷ Advice and information is provided by ISCA: <http://isca.edu.au/information-for-schools/esos-act-2000/> (Accessed 22 July 2017)

- 7.6 The Principal is responsible for ensuring that the school reports data relating to the characteristics of students at the school to the school community at least once a year.⁸

8. Links to other policies

- 8.1 Attendance Policy
- 8.2 Privacy Policy
- 8.3 Record Management Policy (including Archiving Policy)
- 8.4 Marketing Policy
- 8.5 Complaints Policy.

9. Communication of the policy

- 9.1 The school publishes its enrolment policy and admissions criteria on its website and by application to the school office.
- 9.2 The school publishes for parents the procedures by which a student is admitted to the school on its website and by application to the school office.

10. Policy implementation documents

- 10.1 The documents setting out the strategies and actions required to implement this policy are:
 - a. procedures for managing the process of enquiries and enrolments
 - b. detailed procedures for recording enrolments

11. Policy review

- 11.1 The Governing board will review the Enrolment Policy biennially

Date: September 2018

⁸ Australian Education Regulations 2013 s.60 <http://bit.ly/2pfvyDw>

8) Privacy Collection Notice

The information about your child and family collected through this enrolment form will only be shared with school staff who need to know to enable the community language school and Department of Education and Training (Department) to educate or support your child, or to fulfil legal obligations including duty of care, anti-discrimination law and occupational health and safety law. The information collected will not be disclosed beyond the Department without your consent, unless such disclosure is lawful. For more about information-sharing and privacy, see the Department's privacy policy at: <http://www.education.vic.gov.au/Pages/privacy.aspx>

I have read, understood and agree to be bound by all of the above terms and conditions.

Signature of Guardians:

Guardian 1: _____ Date _____

Guardian 2: _____ Date _____

Saturday School Enrolments Only

Name of Day School _____ Year Level: _____

Is the student studying a LOTE at this school during normal school hours? Yes No

If so, which Language? _____

Principal's Declaration: I certify that the applicant is in full-time attendance at this school in the year level stated above, and that the school has recorded that the student is studying a LOTE (Greek) at St John's College on a Saturday.

Official School Stamp

Name of Principal: _____

Signature of Principal: _____

Date: _____

Office Use Only:

Date Enrolment Form Received: _____ Bus Service Enquiry: Yes No

Student Year Level: _____ Allocated House: _____

\$100 Registration Fee paid: Yes No

Date Received: _____

\$500 Securement Fee paid: Yes No

Date Received: _____

Approval Letter Sent: Yes No

Date Sent: _____

Documents Included:

Birth Certificate

Immunisation Certificate

Passport-sized Photo

Previous school reports

Medical Action Plan

Visa Documentation



St John's College

Enrolment Form

Enrolment Year:

Student Year level:

Student Type: Day School

Saturday Greek School

Both

Student Details

Surname: _____ First Name: _____

Second Name: _____ Preferred Name: _____

Home Address: _____

Postcode: _____

Home Phone Number: _____ Date of Birth: _____

Gender: _____ Religion: _____

Country of Birth: _____ Language Spoken at Home: _____

Citizen Status (Please tick) Citizen Student Visa Working Class Visa Other

Guardian Details

Guardian 1

Title: Mr / Mrs / Ms / Miss Relationship to Student: _____

Full Name: _____

Other names Guardian 1 has been known by: _____

Address if different to student's home address: _____

Postcode: _____

Country of Birth: _____ Phone: _____

Occupation: _____ Employer: _____

Email: _____

Guardian 2

Title: Mr / Mrs / Ms / Miss Relationship to Student: _____

Full Name: _____

Other names Guardian 1 has been known by: _____

Address if different to student's home address: _____

Postcode: _____

Country of Birth: _____ Phone: _____

Occupation: _____ Employer: _____

Email: _____

Sibling Details (Please list ALL Siblings)

Full Name	School	Date of Birth	Year level
1.			
2.			
3.			
4.			

Care Arrangements

Student resides with: Guardian 1 Guardian 2 Both Other

(Please attach any court documents relating to student's Care Arrangements.)

Billing Details

Name of person responsible for account: _____

Email Address: _____

(Please Note: Invoices / Statements will be sent directly to this account.)

Medical Details

Does your child have an existing medical condition (including allergies etc)? Yes No

If so, please provide details and a copy of current Action Plan: _____

Doctor's Name: _____ Phone: _____

Medicare Number: _____

Ambulance / Health Insurance: Yes No Details: _____

Emergency Contacts

Name	Phone	Relationship to Student
1.		
2.		

In the event of our child _____ requiring medical attention and treatment whilst in the College, we authorise the College to seek all necessary medical treatment, and for this purpose, to engage a doctor, nursing assistant or hospital accommodation. All expenses, including ambulance costs, incurred will be met by us. We authorise the use of an anaesthetic by a qualified medical practitioner if in his/her judgement this is necessary. We further authorise a blood transfusion if deemed necessary by the attending medical officer. We understand that every effort will be made by the College first to contact us (guardians) in the event of such illness or accident.

Signed Guardian 1: _____ Date: _____

Signed Guardian 2: _____ Date: _____

Agreement

I / We, the guardians of _____, agree to support all the stated policies of the College. These include, but are not restricted to, Discipline, Welfare, Dress Code (uniform, hair, jewellery) & ICT. We agree to pay all annual school fees and charges as stated by the College, and by the published dates. We agree to support and promote the Ethos of the College, both within the College, and in the wider Community.

Terms and Conditions

1) Enrolment:

The College requires payment of an Enrolment Application Fee on enrolment. The Enrolment Application Fee covers administration costs in relation to the processing of the enrolment. In addition, an Enrolment Securement Fee is also payable to secure the enrolment. Once the student commences this fee is deducted from the initial fees that are billed. Both fees are not refundable if the enrolment does not proceed.

2) Building Fund:

A tax deductible Building Fund levy may also be paid to provide funds to enable the expansion of the school's infrastructure.

3) Fees:

If the student is accepted for enrolment, each Parent or Legal Guardian, whose signature appears below, agrees that they are jointly and severally liable for payment of all fees and charges relating to the child's education, as raised by the College. In the absence of documentation from a legal source being provided to and accepted by the College, each Parent or Legal Guardian regardless of marital status agrees that they are and will remain responsible for the payment of the College's Fees.

A student is admitted to the College on the understanding that the fees are paid promptly. Fees for each term are required to be paid one term in advance. If in any term, all fees have not been paid in respect of any accounts rendered payable, the student in question may be removed from the College and this agreement terminated in relation to that student (unless there are circumstances which have been reported to the Principal and alternative arrangements have been approved by the Principal).

Each Parent or Legal Guardian understands that the College reserves the right to charge interest at the daily rate of 0.0411% (10.00% per annum) on any fee, or portion of any fees that remains unpaid after a period of fourteen (14) days from the due date.

Failure to pay the fees may also result in additional charges being incurred, such as recovery fees and legal fees, which will be added onto the outstanding balance and each Parent or Legal Guardian agrees to pay any such fees incurred by the College.

For the better securing of the College's Fees in the event of non-payment of the Fees, each Parent or Legal Guardian whereby charges all of his/her right, title and interest in and to any real and personal property they own in the State of Victoria together with all improvements thereon (if any) with the payment of all unpaid Fees. Each Parent or Legal Guardian hereby acknowledges that in the event of non-payment of the Fees this provision enables the College to lodge a Caveat over any real property that they own (including any real property that may be held in any other name by which the Parent or Legal Guardian may also be known).

A pro rata charge is made to students entering the College for the first time after a term has commenced. If a student leaves during a term, no refund will be made for the remaining portion of the term.

4) Withdrawal of Student

When a student is to leave the College, a full term's notice in writing to the Principal is required. Failure to comply with this requirement entitles the College the right to invoice a Term's Fees in lieu of notice.

5) Extended Absence

Tuition Fees will not be waived for any period of absence of students for any reason. Notice in writing to the Principal is required for any extended absence. Please Note: Full tuition fees are still payable for the duration of the student's absence.

6) School Reports

School reports will not be issued to parents until all the required Fees have been paid.

7) Photographs of Students

St. John's College reserves the right to publish photographs of students on school web site, the school magazine or any other advertising or publication as the school requires.